

**DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY**



15 May 1999

Communications and Information

***PROCEDURES FOR PREPARING
PUBLICATIONS***

NOTICE: This publication is available digitally on the AIA WWW site at: <http://pdc.aia.af.mil>.

OPR: 690 CSS/ADW

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Distribution: F

Publications are the most effective and economical way to state policies and procedures. But remember, you must adhere to these specific procedures in order to publish a legal publication. The information below sets the standards and procedures for publishing AIA standard publications. These publications are produced under controlled procedures that ensure coordination, review, certification, and approval, and are maintained in an official record set to meet historical and legal requirements.

1. Specific Procedures For Preparing Publications:

1.1. The OPR must provide the 690 CSS/ADW (Publications Management), building 2000, room 119, 6-2868, with the following:

1.1.1. An original completed AF Form 673, **Request to Issue Publication**. It must be:

1.1.1.1. Dated at top of the form and in blocks 19 and 22.

1.1.1.2. Typed, stamped, or printed with the name, title, and organization of appropriate authorities certifying (three-letter office) (block 17); approving (director or chief of a major staff office (two-letter) or commander of a subordinate unit delegated authority for this publication) (block 20).

1.1.1.3. Signed by appropriate authorities--certifying (three-letter office) (block 18) and approving (two-letter office) (block 21).

1.1.1.4. Coordinated with applicable internal coordination, as determined by the OPR, including any AIA-gained Air National Guard or Air Force Reserve units.

1.1.1.5. Coordinated with the following offices.

Table 1. Mandatory Coordination.

HQ AIA/RE (Reserve Affairs)	(Rm 253)	
HQ AIA/DOOI (Record Management and Freedom of Information Act)	(Rm 115)	
HQ AIA/JA	(Rm 272)	
For Air National Guard coordination send your publication to the functional OPRs: Attention: WORKFLOW MANAGER, 1411 Jefferson Davis Highway, Arlington, VA 22202		
Functional OPR	Name	DSN
ANG/AQ	Colonel David A. Brubaker	MSgt Willie Jefferson, 761-5815
ANG/CE	Colonel Samuel G. Lundgren	Ms Terri Culpepper, 278-8060
ANG/DO	Colonel Mark E. Dougherty	MSgt James McCluskey, 327-2966
ANG/DP	Colonel Marion Martin	MSgt Greg Letcher, 278-8296
ANG/FM	Colonel Howard W. Derrick	MSgt Sharlene Laskaris, 327-2169
ANG/HC	Colonel John B. Ellington, Jr.	MSgt Eunice Gray, 278-8435
ANG/LG	Colonel Timothy Carroll	MSgt Barbara Strylowski, 278-8826
ANG/SC	Colonel Richard J. Joyce	MSgt Judith L. Boyd, 278-8568
ANG/SG	Colonel James J. Dougherty	MSgt Michael L. Mahan, 278-7396/5
ANG/XP	Colonel Peter M. Gavares	Ms. Anita Upshaw, 327-3117

1.1.1.6. Coordination through e-mail is acceptable. Indicate the separate attachment on AF Form 673, *Section II. Coordination and Concurrences* and include as part of the package when turning in the draft publication.

1.1.1.7. Coordinated with the following offices if the criteria apply: (See also AFI 33-360 Volume 1, Table 3.1. *Coordinating a Publication—Functional Rules*).

Table 2. Coordination.

Staff Office	If the publication:
For Air Force Reserve, Send the publication to your functional counterpart: HQ AFRES/IMPM 155 2d Street Robins AFB GA 31098-1635 DSN 497-1539 DSN FAX (unclassified) 497-1539 Commercial FAX (912) 327-0473 (No classified FAX available.)	
SO	contains sensitive compartmented information or collateral information.
SE	pertains to the safety or health of personnel.

1.1.1.8. Cleared of any nonconcurrences on the AF Form 673.

1.2. A printed double-spaced draft, to include tables, attachments, and figures.

1.3. A 3 1/2-inch disk, saved in Microsoft Word (MSW) 6.0, 95, or 97 in RTF format with the proper classification markings; publication number; OPR's name, organization, office symbol, and telephone number.

1.4. When coordination is complete bring the completed package--required forms, coordination, draft, and disk—to 690 CSS/ADW (Publications Management), building 2000, room 119.

2. Additional Publishing Information:

- 2.1. See AFI 33-360 Volume 1, and AFH 33-337 for guidance on writing, preparing, coordinating, and submitting a publication for publishing.
- 2.2. For assistance in developing a publication or for general information related to publishing, contact your organization's account editor.

3. General Information For Preparing Publications: The following information helps you, the OPR, to help us give you a better product! Make sure the information on the double-spaced draft matches the information on the disk. Write in active voice when possible. Spell out all organizations, office symbols, abbreviations, and acronyms the first time they are used; do not use office symbols alone. Do not use abbreviations or acronyms in the printed title. Include a purpose paragraph for all publications, including supplements. Insert the Summary of Revisions under the purpose paragraph. If the publication requires a table of contents, make sure the paragraph titles and numbers listed in the table of contents agree with the titles and numbers used in the text. If referencing a form, include the title of the form the first time it is used. Printed copies of publications are no longer provided. F distribution is used for most publications. X distribution will be used for classified publications and, or publications which are stocked and issued by the OPR. F distribution publications will be placed on the AIA publications web site.

4. Tools Of The Trade:

- 4.1. AFI 33-360 V1, *Publications Management Program*, covers the procedures and standards that govern management of standard publications throughout the Air Force. It implements AFPD 33-3, *Communications and Information*. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications.
- 4.2. GPO Style Manual is essentially a standard to achieve uniformity. In particular, we use chapters 3, 4, 6, 7, 8, 9, and 12 for guidance. Following these rules eliminates the need of additional processing.
- 4.3. AFH 33-337, *Tongue and Quill*, provides additional information to ensure clear communications, written, or spoken.

5. Publication Review Procedures. AF Form 1382, *Request for Review of Publications and or Forms*, is used to revalidate publications and forms. Publications are reviewed 2 years from the initial publication date and each year thereafter until superseded or rescinded.

5.1. As the office of primary responsibility (OPR) for a publication, it is your responsibility to keep the publication current; this also includes any forms the publication may prescribe. The following information will help you conduct a thorough review of any publication.

5.1.1. Review the content of the publication and any form it may prescribe thoroughly. You cannot simply recycle an old publication.

5.1.1.1. Is the content of the publication current? Is the policy information valid; procedures the same; responsibilities remain within the same office, or was it transferred to another office? Is it essential? Does the information affect the mission?

5.1.1.2. Does the publication require revision or is it obsolete?

5.1.1.3. Should the publication be superseded and revised ? Or should it be rescinded?

5.1.1.4. Does the publication prescribe a form? If so, is the form current? Is it essential? Does the form require revision?

5.1.1.5. Does the publication require a report control symbol (RCS)?

Publications Management

Attachment 1

GLOSSARY OF TERMS

Terms

Publication Types—There are two categories of publications-- directive and nondirective. These two categories are used as a descriptive way to determine whether compliance with the publication is mandatory or if it's informational.

Directive Publication—A directive publication is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force (AF). Language used within the publication describes the nature of compliance required. All AIA publications, directive and nondirective, must have an antecedent Air Force Policy Directive (AFPD).

Publications in the directive category which you will deal with most frequently follow:

Policy Directive—A Policy Directive (PD) is an order of the Secretary of the Air Force and contains directive policy statements of the Office of the Secretary of the Air Force and HQ United States Air Force to initiate, govern, or regulate actions of conduct, within the specified areas of responsibility, by AF activities at any level. AFPDs contain explanations of key terms, responsibilities and authority, and policy interfaces. Metrics are attached to measure compliance. As a goal, the length of AFPDs (without attachments) is two composed pages. AFPDs are written at the HQ USAF level. An AFPD cannot be supplemented.

Mission Directive—A Mission Directive (MD) prescribes the mission, area of responsibility, organization, responsibilities, and command relationships of AIA units. An MD is written at the HQ AIA level.

Instruction—An Instruction (I) provides essential procedural guidance necessary to implement AIA policy. An AIAI directs action, ensures compliance, or gives detailed procedures to standard actions across AIA. Provide only the amount of background information the user needs to do the job. Avoid repeating responsibilities already in the AFPD. Think "need to know," not "nice to know." AIAIs are generally drafted and approved at the HQ AIA level. An instruction may be supplemented at any level. COMPLIANCE WITH INSTRUCTIONS IS MANDATORY.

Manual—A Manual (MAN) is an extension of an instruction and, therefore, is directive in nature. Use it as a guidance document for a procedure that usually contains an example for performing standard tasks, or support education and training programs. A manual may be supplemented at any level.

Supplement—A Supplement (SUP) adds material to a publication issued by a higher headquarters or agency. Supplements to nondirective publications are likewise nondirective. Supplements cannot be less restrictive than the higher headquarters publication. Subordinate organizations may issue supplements.

Nondirective Publication—A nondirective publication is informational and suggests guidance that can be modified to fit the circumstances. Complying with publications in this category is expected, but not mandatory.

Use these publications as reference aids, how-to guides, or as sources of official information.

Nondirective publications cannot prescribe forms or a report control symbol (RCS). Publications in the nondirective category which you will deal with most frequently follow:

Pamphlet—A Pamphlet (PAM) is informational which normally is a how-to document and may include procedures for implementing AIA policies. In some cases, a pamphlet may be written in a more informal style than an instruction. If you have a unique or special pamphlet, contact the publications manager or your account editor for guidance before developing. A pamphlet can provide guidance regarding reports, but cannot prescribe reports. A pamphlet can cite forms and provide guidance on completing the form, but cannot prescribe a form. Subordinate organizations may issue pamphlets.

Index—An Index (IND) is informational and serves to guide, point out, or otherwise facilitate references. An index cannot be supplemented. Subordinate organizations may issue an index. AIAIND 2 is the AIA lead index and can point you to other indexes.

Directory—A Directory (DIR) is an informational publication that is a compilation serving to direct that is systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.

Handbook—A Handbook (H) is a concise reference book on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Subordinate organizations may issue handbooks.

Visual Aid—A Visual Aid (VA) usually does not require fill-in information. A VA is a poster or graphic illustration. A VA is issued for display on walls, bulletin boards, desks, and other places. There are two kinds of VAs.

Permanent VA—A permanent VA explains or instructs. Number, date, and index the VA just like any other standard publication, complete an AF Form 673, and maintain a record set.

Temporary VA A temporary VA informs or motivates. As a rule, a temporary VA is displayed for 90 calendar days or less. Show an expiration date in small type at the bottom of the VA. If the VA shows the date of an event, you may eliminate the expiration date. The temporary VA is not numbered or indexed, does not require an AF Form 673, maintenance of a record set, or a prescribing publication.

Attachment 2

ORGANIZATIONAL ACCOUNT EDITORS

A2.1. To locate your account editor, find your organization. The name above the organizational list is your account editor.

A2.2. You may contact all account editors at 6-2868, 690 CSS/ADW (Publications Management), room 119, building 2000. Where an account editor is not assigned, contact Ms Samuel at the above phone number to make an assignment.

Table A2.1. Publication Accounts.

PAU- LETTE	FREDDIE	TERRI	VACANT	
FM	CC	DO	HC	67 IG
IOG	DP	IWC	IG	68 IS(formerly 6968 AIS)
PA	LG	JA	RE	67 IW
XR	HO		SG	67 OSS
	SE		SO	67 SPTS (formerly 6960 ESG)

NOTE:

Account Editors for the recurring periodicals, the AIA Index 2, and the AIA Index 9 are as follows:

PAULETTE	<i>AIAIND 2, Numerical Index of Standard and Recurring Air Intelligence Agency Publications, SPOKESMAN (published monthly)</i>
TERRI	<i>AIAIND 9, Numerical and Functional Index of Air Intelligence Agency Forms</i>
PAULETTE	<i>AIARP 31-1, The Shield (published quarterly)</i>